SAM Registration – Have vendors use the following website:

https://www.sam.gov

Steps for New Registration

- Log in to SAM
- Have vendor "CREATE User Account" Individual Account Details
 - Enter Personal information
 - Create User ID & Password select and answer security questions
 - Click Done
- Vendor will receive a verification email from SAM within 5 to 10 minutes
 - Vendor will click on link in body of email SAM launches
 - o Vendor will enter User ID & Password Created to verify account

Registering A New Entity within SAM

MY SAM
Manage My User Roles
Register/Update Entity
Account Settings
Data Access
General

Click on Register/Update Entity – Register a New Entity
 Start Registration

Each prompt must be answered....

CORE DATA

- Type of entity Business or Organization
- Purpose of Registration Yes Next
- Do you wish to bid on contracts? Yes Next
 - Confirm Purpose Next

DUNS Information

- DUNS Number –Enter Duns #
- D&B Legal Business Name Enter exactly as listed with D&B
- DUNS Physical Address Enter exactly as listed with D&B
- Click NEXT

Note – If not exactly like D&B – Vendor will not be allowed to register – Contact D&B at 866 705 5711 to find how entered

Verify DUNS - SAVE & Continue

BUSINESS information

- Business Start Date Enter MM/DD/YYYY
- Fiscal Year End Enter MM/DD (When does the vendor close their books?)
- Create a MPIN 9 Characters Numbers/Letters No special characters (Copy)
- Verify Physical Address
- Mailing address Copy Physical Address or mailing address if different Enter
- Tax Id number Type Select EIN or SSN
- Enter TAX ID
- Save and Continue

IRS CONSENT

- Enter Tax Payer Name (Exactly as on file with the IRS)
- Click Copy Mailing Address
- Enter last year that Taxes Filed
- Individual Executing Consent Enter Owners name
- Title Enter Title of Executing Consent Name
- Type or Paste in the MPIN
- Save and Continue

CAGE Code

- Does Entity have CAGE No
- Save and Continue

GENERAL INFORMATION

- Make sure that the following have appropriate answers -
 - First one can be Not Applicable, LLC or Subchapter S the others normally do not apply to our vendors

Is your business/organization one of the following (if none are applicable, select Not Applicable from the drop-down menu)?

Subchapter S Corporation (if applicable)

Second one - - MAKE SURE it is NOT "tax exempt"

Please indicate the form of your Business or Organization as Defined by the IRS*:



■ Third one - - For Profit

What is your organization's profit structure? Please select one of the following*:

For-Profit Organization

■ After verification – Save & Continue

FINANCIAL INFORMATION

- Does company accept CC Answer appropriately Yes or No
- Account Type Select Type (Checking or Savings)
- Enter Routing Number
- Enter Account Number
- Enter Bank Phone number (ACH US Phone) Format (XXX)XXX-XXXX
- Enter Vendors Address under Remittance Address
- Save and Continue
- Executive Compensations No Save & Continue
- Proceedings No Save & Continue
- Information Opt-Out (Answer either way) Save & Continue
- Review Core Data Save & Continue

ASSERTIONS

- NAICS codes
- SEARCH NAICS
 - o Enter NAICS code,
 - o Click on SEARCH, when it populates, click on it once, then select ADD)
 - o Click the Circle to make Primary NAICS Code
 - After verification Save & Continue

Search NAICS: | NAICS Codes Selected: | Only 100 characters of the description is shown. | Mark as | NAICS | Description | | Only 100 characters of the description is shown. | Mark as | NAICS | Description | | Only 100 characters of the description is shown. | Mark as | NAICS | Description | | Only 100 characters of the description is shown. | Mark as | NAICS | Description | | Only 100 characters of the description is shown. | Mark as | NAICS | Description | | Only 100 characters of the description is shown. | Mark as | NAICS | Description | | Only 100 characters of the description is shown.

SIZE METRICS

- Enter Total Receipts Just numbers No commas (Example: 1000000)
 - o Make sure totals match in World Wide & Location
 - o After verification Save & Continue
- EDI Information No Save & Continue

Add NAICS Classification Codes: *

- Disaster Relief Information No Save & Continue
- Review Assertions Save & Continue

REPRESENTATIONS & CERTIFICATIONS

EACH QUESTION MUST BE ANSWERED – Vendors must be asked the questions!

Example of Answers provided by one of our GSA Vendors are listed below – NOTE: Vendors will need to provide their own answers...Question 1 is the owner or persons responsible for writing BIDS - -Keep in mind – the answers provided in this document are only EXAMPLES and not be assumed as the correct answers for other vendors. At the end of each section, click SAVE & CONTINUE:

 Who are the person(s) within (CERTON & AUTO POPUNIC responsible for determining prices offered in bids/proposals? (FAR 52.203-2)

Add New Person

	(FAR 52.214-	14, <u>FAR 52.215-6</u>)
	No	
		provide the following: Place of Performance (Address) of the Other Plants/Facilities, Name(s) of Owner are ant/Facilities, Address(es) of Owner and Operator of Plant/Facilities (Street, Address, City, County, Stat
		Add New Plant/Facility
3	. TIN is on file.	(FAR 52.204-3, FAR 52.212-3)
4	. For products	designated by the Environmental Protection Agency and provided by https://example.com/
		recovered material content meet the applicable EPA guidelines? (FAR 52.223-4, FAR 52.223-9)
	Vendor will p	provide information with specific offers to the Government
5. Is	Description of	NEGLOR DEC a small business concern that wishes to be considered for status as a labor surplus area (
CENT FIRE	oncern? (FAR 5:	2
	No	▼
В		ng a state to show the labor surplus areas within that state, and then select the area
6. Is	egin by selectin	g a state to show the labor surplus areas within that state, and then select the area FERRED MS owned or controlled by a common parent, that files its Federal Income Tax returns on a is? (FAR 52.204-3, FAR 52.212-3)
5. Is co	egin by selectin onsolidated basi	services PMS owned or controlled by a common parent, that files its Federal Income Tax returns on a services (FAR 52.204-3, FAR 52.212-3)
B 6. Is co	egin by selectin onsolidated basi	owned or controlled by a common parent, that files its Federal Income Tax returns on a series? (FAR 52.204-3, FAR 52.212-3) wide the company name and TIN for the common parent. (FAR 52.204-3, FAR 52.212-3)
B 6. Is cc If	egin by selecting the selecting property of the selection	owned or controlled by a common parent, that files its Federal Income Tax returns on a series? (FAR 52.204-3, FAR 52.212-3) wide the company name and TIN for the common parent. (FAR 52.204-3, FAR 52.212-3)
B 6. Is co	egin by selecting the selectin	owned or controlled by a common parent, that files its Federal Income Tax returns on a service of the company name and TIN for the common parent. (FAR 52.204-3, FAR 52.212-3) it is seen to be a common parent. (FAR 52.204-3, FAR 52.212-3) it is seen to be a common parent. (FAR 52.204-3, FAR 52.212-3)
52 B 6. Is co	egin by selecting the selecting on solidated basing the selection of the s	owned or controlled by a common parent, that files its Federal Income Tax returns on a series? (FAR 52.204-3, FAR 52.212-3) wide the company name and TIN for the common parent. (FAR 52.204-3, FAR 52.212-3)
BB 66. Is confident of the confidence of the con	egin by selecting the selecting property of the selection	wide the company name and TIN for the common parent. (FAR 52.204-3, FAR 52.212-3) cate there is not an active exclusion for parent. (FAR 52.204-3, FAR 52.212-3) cate there is not an active exclusion for parent. (FAR 52.204-3, FAR 52.212-3) cate there is not an active exclusion for parent. (FAR 52.204-3, FAR 52.212-3)
B B B C C C C C C C C C C C C C C C C C	egin by selecting on solidated basis No eyes, please procompany Name IN: our records individed to a significant of the past three adament render to tain, or performatutes relating estruction of records in the past three adament render to tain, or performatutes relating estruction of records.	wide the company name and TIN for the common parent. (FAR 52.204-3, FAR 52.212-3) cate there is not an active exclusion for proposed for debarment, or declared ineligible for the awny Federal Agency? (FAR 52.200-5, FAR 52.212-3)

	In the past three years, has Charles Sept CHORDIC been notified of any delinquent Federal Taxes in an amount that exceeds \$3,000 for which liability remains unsatisfied? (FAR 52.200-5, FAR 52.212-3)
	No.
9.	Is a governmental entity with, commission of any of the offenses enumerated in Question 8? (FAR 52.209-5, FAR 52.212-3)
	No 🔻
10	Within the past three years, has an
11.	Please list the name of any HUBZone businesses participating in a HUBZone Joint Venture with Physical Republic INC. (FAR 52.219-1, FAR 52.212-3) V None
	Add New Joint Venture Company
12	If there are any Small Disadvantaged Businesses participating in a Joint Venture with Properties Properties Please list the names of those companies below. (FAR 52.219-22, FAR 52.212-3) Vone
	Add New Joint Venture Company
13.	Our records indicate that BURNAFF BORY GUOD DIC is not participating in a Women Owned Small Business Joint Venture (FAR 52.212-3, FAR 52.219-1)
14	Our records indicate that ANDMOND ROOM PAGE 's not participating in a Economically Disadvantaged Women Owned Small Business Joint Venture. (<u>FAR 52.212-3</u> , <u>FAR 52.219-1</u>)
15.	Does Manager of the provide any data to the Government that qualifies as limited rights data or restricted computer software? (FAR 52.227-15)
	No 🔻
	If yes, please list limited rights data or restricted computer software below: (FAR 52.227-15)
	Add New Software

- 16. Our records indicate that December 2007 and as selected the Entity Structure type of Corporate Entity (Not Tax Exempt) (FAR 52.204-3, FAR 52.212-3)
- 17. Are you a Small Disadvantaged Business?

The answers below regarding your small business status ("Small" or "Other than Small") are pre-filled based on your previously entered size standard information (number of employees and total receipts).

When you answer the question on your Small Disadvantaged Business status, you are doing so for each NAICS for which you have been identified as "small".

The NAICS for which you are identified as small are shown in the table below; these Y/N answers are located in the "Small Business?" column where a "Y" indicates "Small" and "N" indicates "Other than Small". These answers are derived from the SBA's size standards.

The NAICS shown are those you have entered. You may click the "View More" button to see your entity's size status for any existing NAICS. If you disagree with any of the pre-filled information, you must return to Assertions and change your values there.

The "Edit" button will return you to the correct location to make these changes.

(FAR 52.212-3, FAR 52.219-22)

EDIT

NAICS Code	Name	NAICS Exception	Size Standard	Small Business?
811121	AUTOMOTIVE BODY, PAINT, AND INTERIOR REPAIR AND MAINTENANCE		\$7,000,000.00	Y
811111	GENERAL AUTOMOTIVE REPAIR		\$7,000,000.00	Y

VIEW MORE	
No	•

18. Is INCLUDED BODT SHOT IN Discated in a Small Disadvantaged Business Procurement Mechanism authorized region (see SIC code 15, 16 and 17 for authorized regions)? (FAR 52.219-22, FAR 52.212-3)

1000	
Mo	
140	85.65

Order No. 131	26 (link provided to current list)? (FAR 52.222-18, FAR 52	2.212-3)
No		
If Yes, has need	pages nonveyen necessary and a good faith effort to deter-	mine whether forced or indentured child labo
	ine, produce, or manufacture any such end product, detern	
labor. (FAR 52	1.222-18, FAR 52.212-3)	
Not Applicab	ie 🔻	
20. Has Burbarons	held previous contracts/subcontracts sub	piect to Federal Acquisition Regulation (FAR)
	qual Opportunity)? (FAR 52,222-22, FAR 52,212-3)	ojece to reacturinquinton negatation (rraty
No		
T. A.		
No	•	
No	-	
	ist these products and their corresponding country of origin	
		1. EDIT MY PSCS
If yes, please l		EDIT MY PSCS Add New Product
If yes, please l	ist these products and their corresponding country of origin	EDIT MY PSCS Add New Product
If yes, please l	ist these products and their corresponding country of origin	EDIT MY PSCS Add New Product
If yes, please leave the second secon	ist these products and their corresponding country of origin FROM STICE INC. filed all required Equal Employment Opp	Add New Product portunity compliance reports? (FAR 52.222-2
If yes, please leave lea	ist these products and their corresponding country of origin BOD! SHOT INC filed all required Equal Employment Opp) one of the following statements that applies to	Add New Product portunity compliance reports? (FAR 52.222-2
If yes, please leave lea	ist these products and their corresponding country of origin FROM STICE INC. filed all required Equal Employment Opp	Add New Product portunity compliance reports? (FAR 52.222-2
If yes, please leave lea	ist these products and their corresponding country of origin BOD! SHOT INC filed all required Equal Employment Opp) one of the following statements that applies to	Add New Product portunity compliance reports? (FAR 52.222-2
If yes, please I	ist these products and their corresponding country of origin BOD! SHOT INC filed all required Equal Employment Opp) one of the following statements that applies to	Add New Product portunity compliance reports? (FAR 52.222-2 (FAR 52.222-25, FAR 52.212-2) action programs required by Secretary of Lai
If yes, please leave the please leave the please choose choose the please choose the please choose choose the please choose choose the please choose choose the please choose choose choose choose choose choose choose choose choos	ist these products and their corresponding country of origin **BODT STOTATE** filed all required Equal Employment Opp **Done of the following statements that applies to **CHOOLINE** has developed and has on file affirmative	Add New Product portunity compliance reports? (FAR 52.222-2 (FAR 52.222-25, FAR 52.212-2) action programs required by Secretary of La
If yes, please leaves of FAR 52.212-3 Yes 23. Please choose of regulations.	ist these products and their corresponding country of origin **BODE SHOT INC** filed all required Equal Employment Opp **Done of the following statements that applies to **CHARGE has developed and has on file affirmative does not have developed and does not have	Add New Product portunity compliance reports? (FAR 52.222-2 FAR 52.222-25, FAR 52.212-3 action programs required by Secretary of Labore on file affirmative action programs required

No	S
	ons: Are the items of equipment serviced by Provided Prov
(51)	rly for other than Government purposes, and are sold or traded by
	s to the general public in the course of normal business operations? (<u>FAR 52.212</u>
3, FAR 52.222-48)	
Not Applicable 💌	
Are the services furnished at prices which	h are, or are based on, established catalog or market prices? (<u>FAR 52.212-3</u> , <u>FAR</u>
52.222-48)	
Not Applicable -	
Does Provided and Providing the	he same compensation (wage and fringe benefits) plan for all service employees
	tracts as Minister and tracks as the major servicing the
same equipment of commercial customer	
Not Applicable -	
Vendor will provide information with speci	fic offers to the Government
f ves. please answer the following question	ns: Are the services described in FAR 22,1003-4(d)(1) by PAR 22,1003-4(d)(1)
전프레스 (1915년 - 1915년 -	ernmental customers, and are provided by the offeror (or subcontractor in the
and one was a surrounded and the	Time that care in the are provided by the cherry (or babconti deter in the
ase of an exempt subcontract) to the gene	
ase of an exempt subcontract) to the gene FAR 52.212-3, FAR 52.222-52)	ral public in substantial quantities in the course of normal business operations?
FAR 52.212-3, FAR 52.222-52)	
FAR 52.212-3, FAR 52.222-52) Not Applicable	ral public in substantial quantities in the course of normal business operations:
FAR 52.212-3, FAR 52.222-52) Not Applicable are the services furnished at prices which	ral public in substantial quantities in the course of normal business operations?
FAR 52.212-3, FAR 52.222-52) Not Applicable tre the services furnished at prices which 2.222-52)	ral public in substantial quantities in the course of normal business operations
FAR 52.212-3, FAR 52.222-52) Not Applicable are the services furnished at prices which 2.222-52) Not Applicable Not Applicable	eral public in substantial quantities in the course of normal business operations? are, or are based on, established catalog or market prices? (FAR 52.212-3, FAR
FAR 52.212-3, FAR 52.222-52) Not Applicable are the services furnished at prices which 2.222-52) Not Applicable oos ensure th	are, or are based on, established catalog or market prices? (FAR 52.212-3, FAR at each service employee who will perform the services described in FAR
FAR 52.212-3, FAR 52.222-52) Not Applicable are the services furnished at prices which 2.222-52) Not Applicable ones ensure the 2.1003-4(d)(1) spend only a small portion	are, or are based on, established catalog or market prices? (FAR 52.212-3, FAR at each service employee who will perform the services described in FAR on of his/her time (a monthly average of less than 20% of the available hours or
FAR 52.212-3, FAR 52.222-52) Not Applicable are the services furnished at prices which 2.222-52) Not Applicable Ooes ensure the 2.1003-4(d)(1) spend only a small portion annualized basis, or less than 20% of av	are, or are based on, established catalog or market prices? (FAR 52.212-3, FAR on of his/her time (a monthly average of less than 20% of the available hours or vailable hours during the contract period if the contract period is less than a
Not Applicable The services furnished at prices which 2.222-52) Not Applicable Not Applicab	are, or are based on, established catalog or market prices? (FAR 52.212-3, FAR on of his/her time (a monthly average of less than 20% of the available hours or vailable hours during the contract period if the contract period is less than a
FAR 52.212-3, FAR 52.222-52) Not Applicable are the services furnished at prices which 2.222-52) Not Applicable ooes ensure th 2.1003-4(d)(1) spend only a small portion annualized basis, or less than 20% of avenonth) servicing the Government contraction.	are, or are based on, established catalog or market prices? (FAR 52.212-3, FAR on of his/her time (a monthly average of less than 20% of the available hours or vailable hours during the contract period if the contract period is less than a
FAR 52.212-3, FAR 52.222-52) Not Applicable are the services furnished at prices which 2.222-52) Not Applicable ensure the 2.1003-4(d)(1) spend only a small portion annualized basis, or less than 20% of available servicing the Government contract Not Applicable Not Applicable	are, or are based on, established catalog or market prices? (FAR 52.212-3, FAR on of his/her time (a monthly average of less than 20% of the available hours or vailable hours during the contract period if the contract period is less than a
FAR 52.212-3, FAR 52.222-52) Not Applicable are the services furnished at prices which 2.222-52) Not Applicable above the services furnished at prices which 2.222-52) Not Applicable annualized basis, or less than 20% of averaged and the servicing the Government contraction of the services of the	are, or are based on, established catalog or market prices? (FAR 52.212-3, FAR at each service employee who will perform the services described in FAR on of his/her time (a monthly average of less than 20% of the available hours or vailable hours during the contract period if the contract period is less than a ct? (FAR 52.212-3, FAR 52.222-52)
Not Applicable The services furnished at prices which 2.222-52) Not Applicable Ones Ones Ones Ones Ones Ones Ones Ones Ones Ones Ones Ones Ones Ones Ones Ones Ones Ones Ones Ones Ones Ones Ones Ones Ones Ones Ones Ones Ones Ones Ones Ones Ones Ones Ones Ones Ones Ones Ones Ones Ones Ones Ones Ones Ones Ones Ones Ones Ones Ones Ones Ones Ones Ones Ones Ones Ones Ones Ones Ones	are, or are based on, established catalog or market prices? (FAR 52.212-3, FAR on of his/her time (a monthly average of less than 20% of the available hours on railable hours during the contract period if the contract period is less than a ct? (FAR 52.212-3, FAR 52.222-52)
FAR 52.212-3, FAR 52.222-52) Not Applicable are the services furnished at prices which 2.222-52) Not Applicable above the services furnished at prices which 2.222-52) Not Applicable annualized basis, or less than 20% of averaged and the servicing the Government contraction of the services of the	are, or are based on, established catalog or market prices? (FAR 52.212-3, FAR on of his/her time (a monthly average of less than 20% of the available hours on railable hours during the contract period if the contract period is less than a ct? (FAR 52.212-3, FAR 52.222-52)
Not Applicable The services furnished at prices which 2.222-52) Not Applicable Not App	are, or are based on, established catalog or market prices? (FAR 52.212-3, FAR on of his/her time (a monthly average of less than 20% of the available hours or vailable hours during the contract period if the contract period is less than a ct? (FAR 52.212-3, FAR 52.222-52)

541370, 541410 or 541620. SF	F 330 part II information is not applic	cable.
CANCEL		PREVIOUS SAVE AND CONTINUE
28. Does	rish to bid on, or currently hold any	y DoD-issued or DoD-funded contracts?
Street, Street	■anticipate that supplies will be tran	sported by sea in the performance of any contract or
	solicitation? (DFARS 252,212-7000,	
material price(s) established and		n this contract are based on the wage rate(s) or t and do not include contingency allowances to pay 216-7008)
If yes, please select the name of t	the host Country: (<u>DFARS 252.216-7</u>	7008)
31. Is Not Applicable	fectively owned or controlled by a for	reign government? (<u>DFARS 252.209-7002</u>)
If yes, please provide a disclosure government. (DFARS 252.209-		out the entity(ies) controlled by a foreign
First Name:		
Middle Intial :		
Last Name :		
Telephone Number :		
Extension:		
International Code:		
Entity(ies) controlled by Foreign	n Government: (<u>DFARS 252.209-700</u>	02)
		Add New Foreign Government Entity

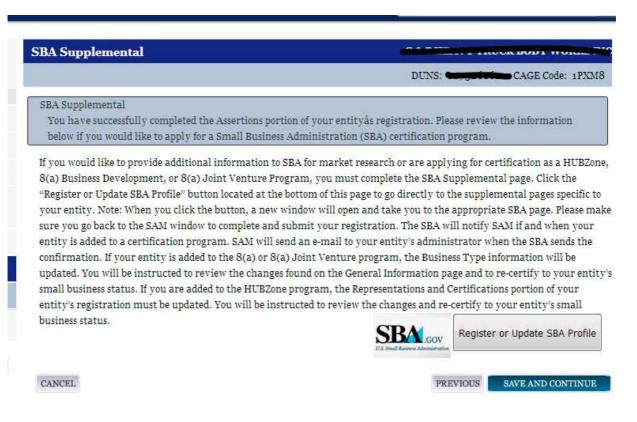
- Review Representations & Certifications
 - o Click on the "Acceptance of Terms"
 - I have read each of the FAR and DFARS provisions presented above. By submitting this certification, I, AND NUMBER am attesting to the accuracy of the representations and certifications contained herein, including the entire NAICS table. I understand that I may be subject to penalties if I misrepresent NAICS table. I any of the above representations or certifications to the Government.
- Save & Continue

POINTS OF CONTACTS

- Electronic Business POC
 - o Enter First Name
 - o Enter Last Name
 - o Enter Email address
 - o Enter Phone & Fax numbers Proper Format Required (XXX)XXX-XXXX
 - o Enter Address, City, State & Zip Code
- Government Business POC (Same as above)
 - o If information is the same, click on COPY and select Electronic POC
 - Verify with vendor who would be the POC responsible for maintaining the SAM account – ONLY the GOV POC can contact and/or make changes to CAGE
- Accounts Receivable POC (Same as above)
 - If information is the same, click on COPY and select Electronic or Government
 POC
- OPTIONAL POCs - SAM does not require optional POCs - Do not enter.
- Save and Continue

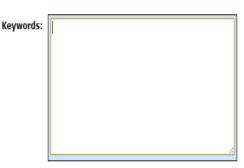
SBA Supplemental

Advised by PTAC that this is important to complete; however, is not mandatory in order to complete SAM update - If you choose to complete, follow the below instructions – If not, just click on Save and Continue to bypass



- Click on Register or Update SBA Profile
- Click Next
- Type in specific details on work performed by vendor

In addition to words in the Capabilities Narrative of your "Products & Services, General" page, list keywords that characters, total.



- Enter Name of person Certifying information Owner
- Click Save/Next
- Verify information on next page
- Click Next
- Enter Business website
- If none, Click Save/Next
- Verify information
- Click Next
- Enter Owner information
- Click Save/Next
- Enter information that applies
- Click Save/Next
- Enter NO for exporter
- Click Save/Next
- Enter info if desired, otherwise leave blank click Save/Next
- Next
- Click Exit
- Page will EXIT
- Click back over to SAM

Click on SAVE & Continue

Entity Review - SUBMIT

(If all blocks were completed – Vendor has been submitted for update)

New Registrations will take from 7-10 business days. Inform the vendor to let you know if they receive any email correspondence which states they "failed" any part of the registration. Check in SAM for updated progress. If Vendor shows "Fail IRS consent, contact Vendor and have them update their IRS Consent page with correct Tax Payer Name; If Vendor has been submitted to CAGE for more than 3 days, have the vendor contact the CAGE helpdesk at 877 352 2255 or email to dlacontactcenter@dla.mil. Any other issues - follow up with the SAM HelpDesk at 866 606 8220